

**Allegan Area Educational
Service Agency**



Request for Proposal

For

Lawn Mowing and Snow Removal Services

Issue Date July 16, 2020

The Allegan Area Educational Service Agency, (AAESA) (the “School District”) is desirous of receiving services for Lawn Mowing and Snow Removal Services. The purpose of this Request for Proposals for Lawn Mowing and Snow Removal Services (the “RFP”) is to obtain sealed proposals from professional and qualified vendors who can provide the Lawn Mowing and Snow Removal Services in accordance with the terms and conditions of this RFP. The School District expects a three (3) year contract, starting with snow removal services in the Fall of 2020 and ending with snow removal services in the Spring of 2023 and lawn mowing services starting in the spring of 2021 ending in the Fall of 2023.

SCHOOL DISTRICT PROFILE

The AAESA operates seven (7) buildings. The School District desires Lawn Mowing for seven (7) buildings and Snow Removal for six (6) buildings.

PROPOSAL SUBMISSION DEADLINE AND REQUIREMENTS

The Due Date for submission of proposals in response to this RFP is:

10:00am, July 30, 2020 (the “Due Date”)

All Proposals must be delivered to the School District’s Administration Office on or before the Due Date as follows:

**Allegan Area Educational Service Agency
Attn: Billy Bregg, Maintenance Supervisor
310 Thomas Street
Allegan, MI 49010**

All proposals must be marked “**Lawn Mowing and Snow Removal Services Proposal**” on the proposal package.

Oral, E-Mail or Facsimile Proposals will not be accepted. Any proposals received after the Due Date listed above will not be accepted or considered and will be made available to the respective vendor, unopened, for pick-up at the vendor’s sole expense.

At the specified location and Due Date stated above, all timely submitted proposals shall be publicly opened and dated. Any interested parties may attend. No immediate decision will be rendered.

Proposals must be presented in the format requested. Proposals not submitted in the prescribed form may be rejected at the sole discretion of the School District. Vendors are to provide one (1) hardcopy of any Proposal within the sealed package.

The School District reserves the right, in its sole and absolute discretion (for this provision and all other provisions contained in this RFP), to accept or reject, in whole or in part, any or all proposals with or without cause. The School District further reserves the right to waive any irregularity or informality in the RFP process or any proposal, and the right to award the contract to other than the lowest bidder. The School District reserves the right to request additional information from any or all bidders. All proposals shall be considered firm for ninety (90) days after due date for proposals.

Weather permitting a Pre-Bid meeting will be held outside at the following address and time.

**Education Service Center
310 Thomas Street
Allegan, MI 49010**

Thursday, July 16 @ 10:00am

Requests for clarification or questions on bidding procedures or specifications may be directed to **Billy Bregg, Maintenance Supervisor at (616) 218-2144** or by e-mail at **billy.bregg@alleganaesa.org**. or **Mark Jackson, Maintenance Technician at (269).512.7844** or by e-mail at **mark.jackson@alleganaesa.org**

From the issue date of this RFP until a vendor is selected and the selection announced, a prospective vendor shall not communicate about the subject of this RFP or a vendor's proposal with the School District, its Board of Education, or any individual member, administrators, faculty, staff, students, or employees, except for Billy Bregg, AAESA Maintenance Supervisor.

The School District intends that all vendors shall have equal access to information relative to this RFP, and that this RFP contains adequate information. No information communicated, either verbally or in writing, to or from a vendor shall be effective unless confirmed by written communication contained in an addendum to this RFP, a request for clarification/question or other written response thereto, or in the proposal.

A recipient of this RFP is responsible for any and all costs and liabilities incurred by it or others acting on its behalf in preparing or submitting a proposal, or otherwise responding to this RFP, or any negotiations incidental to its proposal or this RFP.

Each vendor certifies that their proposal is made without any previous understanding, agreement or connection with any person, firm or corporation making a proposal for the same subject matter and is in all respects fair, without outside control, collusion, fraud or otherwise illegal action.

The following outlines the information that must be provided by each vendor and the required format for its proposal. Any proposal not providing the required information, or not conforming to the format specified, may be disqualified on that basis. Proposals must: (i) demonstrate an understanding of the scope of services desired under this RFP; (ii) services, including the features of each, proposed by the vendor; and (iii) include all necessary information to enable the School District to thoroughly evaluate each vendor's overall experience, expertise, qualifications and ability to deliver the services in accordance with the requirements and obligations of this RFP. Each proposal shall also include any other information or explanations that the vendor feels is/are significant with respect to the School District making an informed decision relative to its proposal.

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I. **General Vendor Information**

The following items are of interest to the School District concerning each vendor. As a quality business relationship is important, each vendor should include anything else it feels the School District should understand about its company and/or Proposal. Please answer the following questions if they are applicable. If not, please indicate with a "N/A" response.

- A. What is the legal name of your company?
- B. Please state the number of years your company has been in business.
- C. What are the headquarters' location address and relevant phone numbers?
- D. Outline the insurance coverage you carry.
- E. Provide Federal tax identification number.
- F. Describe all past and present lawsuits or legal actions that your company has had in the past three years. Also, please state whether these actions have had a material effect on the financial condition of your company.
- G. Has your company filed for "Chapter 11" within the past five years? If yes, how will this affect your ability to provide service?

II. **Staffing**

- A. How many Service Staff do you have in the local area?

III. **Lawn Mowing Specifications**

The following minimum specifications must be followed in regards to maintaining The District's grounds:

- A. **All** lawn/turf areas will be mowed and maintained at approximately 2 to 3 ½ inches, depending on the time of season and weather conditions.
- B. String trimming/weed whipping of **all** areas around buildings, signs, trees, mailboxes, light poles, parking lots, playgrounds, parameter fencing and other landscape items shall be done on an as needed basis.
- C. Edging of selected sidewalks on an "As needed basis". Primarily these are walkways leading up to the buildings. **There will be no extra charge for sidewalk edging.**
- D. Spring and Fall cleanup of lawn and shrub beds.
- E. Trash and debris will be picked up prior to mowing, not mowed through or over.

- F. All work is to be performed in a safe manner to ensure that the risk of injury to people or damage to property can be avoided. Equipment will be operated at moderate speeds.
- G. All work can be performed during normal day time hours providing that the use of power equipment is discontinued when and if children become present in the immediate area that the work is being done. Work can be performed during evenings and weekend hours providing the same safety precautions listed above are followed.
- H. Yard/lawn debris generated can be disposed of on district property per Maintenance Supervisor's direction.
- I. Each bidder will agree to replace or repair anything damaged as a result of grounds care practices. This includes but is not limited to damages to turf, shrubbery, trees, benches, curbs, fences, and buildings. All repairs must meet the approval of The District's Maintenance Supervisor and must be completed by December 1st of each year of the contract.
- J. The District's Maintenance Supervisor will make final decisions when questions arise as to whether mowing is necessary.
- K. Each Bidder shall furnish a certificate of insurance with a minimum amount of \$1,000,000.00 in liability and property damage.
- L. Unsatisfactory service, as determined by the District's Maintenance Supervisor, shall result in immediate termination of contracted services.
- M. Attached forms **must** be filled out completely. Attachments can be used if needed.
- N. Bids must be firm and guaranteed for Lawn Mowing from the spring of 2021 through Fall 2023.
- O. All City, County, and State rules and regulations are to be followed by employees while working on school district properties.
- P. Contractor must provide a copy of workers compensation and liability insurance annually.
- Q. **INVOICE AND PAYMENT:** The company providing lawn mowing services will invoice The District each calendar month. Payment will be made within fifteen (15) working days of the receipt of the invoice. A \$500.00 retainer may be held by the District from the final contracted invoice until all needed repairs to district property, if any is needed and Fall cleanup has been completed to the satisfaction of the district.

IV. Snow Removal Specifications

The following minimum specifications must be followed in regards to snow removal on The District's properties:

- A. All snow in excess of two (2) inches will be removed at least one (1) hour before the starting time of each building when school is in session and before scheduled building activities.
- B. Salting of sidewalks and parking lots is **not** part of the base contract. Please provide a separate cost as indicated on the "Snowplowing Bid Form" per building.
- C. Snow removal service shall will include all parking lots, driveways and "specified" sidewalks. This includes City sidewalks in which the district is responsible for.
- D. Pedestal signs that are moved as a result of snow removal must be put back in the appropriate location at the completion of each snow removal event.
- E. The District's Maintenance Supervisor will make final decisions when questions arise as to whether plowing is necessary.
- F. Each Bidder shall furnish a certificate of insurance with a minimum amount of \$1,000,000.00 in liability and property damage.
- G. Each bidder will agree to replace and or repair anything damaged as a result of snow removal. This includes but is not limited to turf, shrubbery, trees, benches, and curbs. All repairs must meet the approval of The District's Maintenance Supervisor and shall be completed by no later than April 15 of each season.
- H. Unsatisfactory service, as determined by the The District's Maintenance Supervisor, shall result in immediate termination of the contracted service.
- I. Attached forms **must** be filled out completely. Attachments can be used if needed.
- J. Bids must be firm and guaranteed for the 2020/21 through 2023/24 winter seasons.
- K. All City, County, and State rules and regulations are to be followed by employees while working on school district properties.
- L. Contractor must provide a copy of workers compensation and liability insurance coverage annually.
- M. **INVOICE AND PAYMENT:** The company providing snow removal services will invoice The District each calendar month. Every invoice must list the date and location of the snow removal event. Payment of invoice will be compared to copies of event log provided by owner. Payment will be made within fifteen (15) working days of the receipt of the invoice. A \$500.00 retainer may be held by the District from the final contracted invoice until all needed repairs to district property, if any is needed and Spring cleanup has been completed to the satisfaction of the district.

V. Other Financial Considerations:

- I. What are your acceptable forms of payment?

VI. References

- A. Please provide three local references where you have provide similar services. (Preferably located within the counties of Allegan, Barry, Kent, Kalamazoo or Ottawa).

VII. Required Attachments

- A. Please provide the following:
 1. Terms and Conditions
 2. W-9 Form
 3. Service Guarantee
 4. Familial Relationship Disclosure Form (**Appendix C**)
 5. Lawn Mowing Bidder Information (**Appendix E**) and/or Snow Removal Bidder Information (**Appendix F**)
 6. Lawn Mowing (**Appendix G**) and/or Snow Removal Bid Form (**Appendix I**)
 7. Equipment Form (**Appendix H**) and/or (**Appendix J**)
 8. Iran Sanctions Act (**Appendix K**)

Appendix A: Lawn Mowing Building Locations

AAESA

<u>Buildings</u>	<u>Address</u>
Education Service Center	310 Thomas Street, Allegan, MI
Hillside Learning Center	212 Grove Street, Allegan, MI
ACATEC	2891 116 th Avenue, Allegan, MI
AIS Training Facility	1538 34 th Street, Allegan, MI
Auto Building	759 Grand Street, Allegan, MI
Hillside Young Adult Campus	219 S. Farmer Street, Otsego, MI

Appendix B: Snow Removal Building Locations

AAESA

<u>Buildings</u>	<u>Address</u>	<u>Starting Time</u>
Education Service Center	310 Thomas Street, Allegan, MI	7:30am
Hillside Learning Center	212 Grove Street, Allegan, MI	8:00am
ACATEC	2891 116 th Avenue, Allegan, MI	6:30am
AIS Training Facility	1538 34 th Street, Allegan, MI	7:00am
Hillside Young Adult Campus	219 S. Farmer Street, Otsego, MI	8:00am

All drives, parking areas and indicated sidewalks (see bid form), should be clear of snow at least one (1) hour prior to the above listed times.

Any snow removal performed after 6:00pm Friday through 6:00pm Sunday will have to be approved by Maintenance Supervisor.

Appendix C: Familial Relationship Disclosure Form

All Bidders must complete the following familial disclosure and attach this information to the bid.

By the attached sworn and notarized statement we are disclosing the following familial relationship(s) that exist between the owner or any employee of the bidder and any member of the AAESA and Martin Public Schools Board of Education, Superintendent, School Director or Principal. AAESA and Martin Public Schools will not accept a Proposal that does not include this sworn and notarized disclosure statement.

Disclose any familial relationship and complete the form below in its entirety:

The following are familial relationships as described above (provide employee name, family contact name, family contact position and familial relationship or NONE.)

Signature(s): _____ Title _____

Name of firm:

STATE OF MICHIGAN)
) SS
COUNTY OF)

On this _____, 20____, before me a Notary Public in and for said county, personally appeared _____, agent of the said firm _____ and who acknowledged the same to be his free act and deed as such agent.

_____ Notary Public

Appendix D: Certificate of Liability Insurance

Appendix E:

Lawn Mowing Bidder Information

All bids are due by July 30, 2020 @ 10:00am

Name of Company _____

Address _____

Number of years that you have provided this type of service _____
(Please provide references)

Description of equipment you will use to provide services. Use included form.

Guaranteed event bid for each building. Use included form.

Number of employees assigned for lawn mowing _____

I agree to abide by all of the provisions stated in the bid letter if I am awarded the "Lawn Mowing" contract by the AAESA Board of Education.

Date: _____

Company: _____

Signature: _____

Title: _____

Appendix F:

Snow Removal Bidder Information

All bids are due by July 30, 2020 @ 10:00am

Name of Company _____

Address _____

Number of years that you have provided this type of service _____
(Please provide references)

Description of vehicles you will use to provide services. Use included form.

Guaranteed event bid for each building. Use included form.

Number of employees assigned for snow removal _____

I agree to abide by all of the provisions stated in the bid letter if I am awarded the "Snow Removal" contract by the AAESA Board of Education.

Date: _____

Company: _____

Signature: _____

Title: _____

Appendix: G

Lawn Mowing Bid Form

AAESA

	2021	2022	2023
ESC	_____	_____	_____
Hillside	_____	_____	_____
ACATEC	_____	_____	_____
AIS	_____	_____	_____
Auto Building	_____	_____	_____
Hillside YAC	_____	_____	_____
Fall Clean Up	_____	_____	_____
Spring Clean Up	_____	_____	_____

Appendix: I

Snow Removal Bid Form

	2020/2021	2021/2022	2022/2023
ESC	_____	_____	_____
Hillside	_____	_____	_____
ACATEC	_____	_____	_____
AIS	_____	_____	_____
Auto Building	_____	_____	_____
Hillside YAC	_____	_____	_____

Sidewalk Snow Removal and Salting

	2020/2021	2021/2022	2022/2023
ESC	_____	_____	_____
Hillside	_____	_____	_____
ACATEC	_____	_____	_____

Snow Removal Bid Form - Continued

Optional Bid for Removing Snow Piles

	2020/2021	2021/2022	2022/2023
ESC	_____	_____	_____
Hillside	_____	_____	_____
ACATEC	_____	_____	_____
AIS	_____	_____	_____
Hillside YAC	_____	_____	_____

Or

	2020/2021	2021/2022	2022/2023
Loader Per/Hour	_____	_____	_____
Dump Truck Per/Hour	_____	_____	_____

If the option for Removal of Snow Piles is not accepted, the owner has the right to contract outside this agreement for this service.

Appendix: K

IRAN ECONOMIC SANCTIONS ACT

(Must be completed for bid to be considered)

Effective April 1, 2013 all bids, proposals, and/or qualification statements received in the State of Michigan (MCL 129.313) must comply with the “Iran Economic Sanctions Act”. The following certification is to be signed and included at the time of submittal.

CERTIFICATION

Pursuant to the Michigan Iran Economic Sanctions Act, 2012 P.A. 517, by submitting a bid, proposal or response, Respondent certifies, under civil penalty for false certification, that it is fully eligible to do so under law and that it is not an “Iran linked business”, as that term is defined in the Act.

Signature

Title

Company

Date

END OF DOCUMENT